

Key Information Document – Paul Ingram Employment & Recruitment Ltd

This document sets out key information about your relationship as a work-seeker with Paul Ingram Employment & Recruitment Ltd (the employment business), including details about pay, holiday entitlement and other benefits. Further information can be found on the Paul Ingram Employment & Recruitment Ltd website; www.pier-recruit.co.uk

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Name of employment business:	Paul Ingram Employment & Recruitment Ltd
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Paul Ingram Employment & Recruitment Ltd
How often you will be paid:	1 week in arrears on a Friday
Expected or minimum rate of pay:	At least the current National Minimum Wage or National Living Wage
Deductions from your pay required by law:	Income tax National insurance contributions Pension contributions (unless opted out)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	There will be no fees for any goods & services
Holiday entitlement and pay:	Holiday entitlement will be a minimum of 5.6 weeks per annum pro rata. This may increase after completing the AWR qualifying period and will be confirmed via an Assignment Details Form. You will accrue entitlement to holiday for each week that you are in receipt of payment from us (i.e. when a timesheet is submitted (working hours pay) or paid holidays). With an entitlement of 28 days, this will be an accrual of holiday time at a rate of 0.5384 days per week, for 'paid' weeks. You must request holidays in advance and these will be paid to you (subject to accrual) as you take your holiday. Your Holiday year runs from January to December each year and you are entitled to 20 days Holiday plus 8 Bank Holidays (28 Days)
Additional benefits:	N/A

Example Pay (**These calculations are an estimate and will vary depending on the assignment pay rate and your personal tax code*)

Example rate of pay:	£11.00 / hour £11.00 x 40 hours = £440 per week (gross)
Deductions from your wage required by law:	Tax – £39.62 NI – £26.27 NEST pension contribution – £22.00 Total deductions – £87.89
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£352.11